



UNIVERSITY OF
ARKANSAS

University
Advancement

Department: College of Education and Health Professions

Position: P00016884 Major Gift Development Officer

Location: University of Arkansas, Fayetteville, Arkansas

Business Title: Associate Director of Development

Salary: \$73,000 (Salary negotiable based on candidate qualifications)

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Duties and Responsibilities

Join our team and be part of a college that's dedicated to making a real difference! The College of Education and Health Professions' [WE CARE Strategic Plan](#) drives impactful research aimed at improving lives, offers transformative learning opportunities for students, and fosters meaningful partnerships statewide. Embrace a culture of care that empowers individuals to thrive in all aspects of life. We are currently seeking a passionate individual to join us as the Associate Director of Development.

The Associate Director of Development plays a major role in raising private gift support for the College of Education and Health Professions. In this role, the Associate Director manages and builds an active portfolio of prospects, which are identified as major gift prospects, and is responsible for initiating and cultivating relationships that will lead to major gift solicitation. This position requires a high level of initiative, creative and strategic thinking, collegiality, collaboration, confidentiality, ability to follow direction, and the ability to build relationships with University team members and stakeholders, and prospective and existing benefactors.

The Associate Director works to secure private gift support to meet the fundraising objectives established by the Chancellor, Provost, Vice Chancellor and Dean each year. The successful performance of the position of Associate Director of Development directly correlates to meeting the metrics required for this position. The Associate Director is responsible to meet the following metrics: 175 face-to-face visits per year, timely completion of Reports of Contact (ROC) with a follow-up "next step" (visits by videoconferencing on Zoom or Teams, or in-person visits are counted upon submission of a ROC), developing strategies for soliciting individuals in the assigned portfolio, planning travel on a quarterly (three calendar months basis) and executing travel plans to meet donors. Except for conflicting donor visits, the Associate Director is expected to be present in person for all scheduled Advancement Division meetings and to meet with the Dean and other members of the Advancement Division team assigned to the college. These duties shall comprise 85% of the time for this role.

The Associate Director assists with volunteer board management and gift acknowledgement and stewardship on behalf of the College. The Associate Director coordinates special projects related to alumni engagement activities, major donor research, and assists with special events. The Associate Director assists the director in all donor-related activities, performs administrative duties as assigned, and adheres to University Development policies and procedures. These duties shall comprise 10% of the time for this role.

The Associate Director shall perform other duties as assigned. These duties shall comprise 5% of this role.

Regular, reliable, and non-disruptive attendance is an essential job duty (including the ability to travel), as is the ability to create and maintain collegial, harmonious working relationships with others.

Qualifications

Minimum Qualifications

- Bachelor's degree from an accredited institution of higher education
- At least two years of full-time experience in development, fundraising, or closely related work
- Experience in building donor/alumni relationships with stakeholders and individuals at all levels
- Experience working with volunteers and advisory boards
- Ability to travel and work irregular hours as needed
- Demonstrated advanced verbal and written communication skills
- Ability to confidently represent the college and university in a professional manner
- Experience and proficiency with the Microsoft Office suite

Preferred Qualifications

- Three or more years of full-time experience in development, fundraising, or closely related work
- Experience in major gift fundraising, preferably in higher education
- Experience managing data, executive correspondence, and communications
- Experience with higher education and a university campus culture
- Graduate of the University of Arkansas
- Established network of relationships with donors and prospective donors that will help generate private gift support

Knowledge, Skills, & Abilities

- Demonstrated energy and passion for major gift fundraising, the College, and the University
- Excellent written and interpersonal communication skills
- Ability to follow-up with prospects and donors
- Strong organizational and interpersonal skills in building relationships with various stakeholders and interacting with individuals at all levels in a professional manner
- Proficient skills with the Microsoft Office Suite
- Ability to set and achieve work goals and work effectively alone and with a team
- Ability to work well under the pressure of deadlines and fundraising goals
- Ability to travel frequently on behalf of the University and work irregular hours as needed
- Ability to engage with others and execute portfolio activities, including:
 - Collaborate with development leadership and development directors to create high-level cultivation plans that meet ambitious fundraising goals.
 - Track, manage, and prioritize donor cultivation and solicitation strategies.
 - Strategize, write, and edit high-quality grant proposals and reports.
 - Develop and execute consistent communication (reports of contact, monthly check-in agendas, etc.) with colleagues.
 - Consistently identify, research, and qualify new prospects for the portfolio. The initial portfolio will be approximately 40 – 60 principal/co-principal assignments. Within 12 months, a portfolio of 125 qualified prospects should be established.
 - Manage all administrative tasks related to the portfolio including data entry, gift agreement review, gift acknowledgements, and compliance activities.

- A passion for working “on the road.”
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers and senior University administrators; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- Superb oral, written, and interpersonal skills required.
- Solid relationship-building skills, able to interface with alumni, donors, volunteers, leading faculty, administrators, and trustees.
- Ability to work collegially within Advancement and across all University units.

Other Responsibilities

- Mission-aligned with the University’s pillars: student success, research excellence and employer of choice initiatives.
- Guided by the highest integrity.
- Goal-driven as evidenced by persistence and competitiveness to achieve fundraising objectives.

Work Schedule

Schedule may vary based on department needs to include occasional nights or weekends.

Job Duties (Percentages)

85% - Maintain a portfolio of major gift prospects and responsible for strategies leading to the successful cultivation of these prospects for commitments and gifts. Collaboration with academic leadership, deans, or vice chancellors as required.

10% - Assist with volunteer board management and gift acknowledgement and stewardship on behalf of the College. Coordinate special projects related to alumni engagement activities, major donor research, and assists with special events. The Associate Director assists the director in all donor-related activities, performs administrative duties as assigned, and adheres to University Development policies and procedures.

5% - The Associate Director shall perform other duties as assigned.